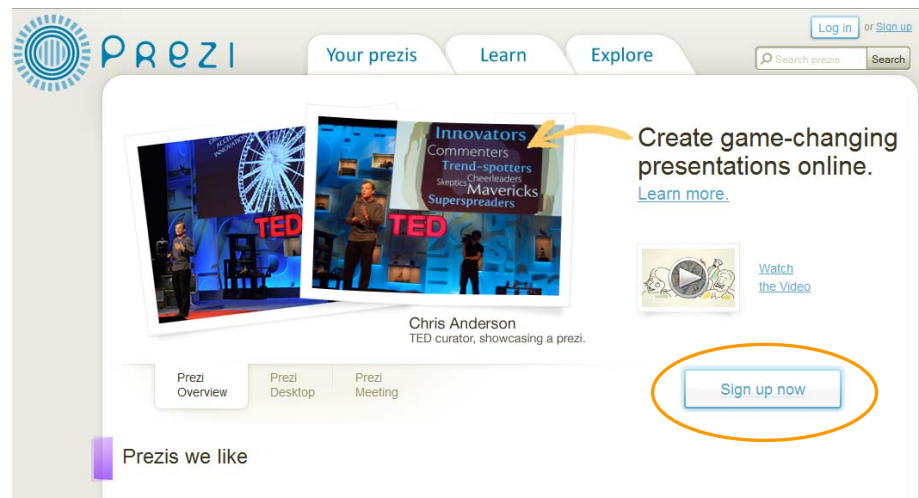


Prezi Tutorials

Setting up a Prezi Account

1. Begin by going to prezi.com.
2. Click on the “sign up now” button.



3. For your license choice choose basic, which is a free account. Press the “get” button under Free.
4. Complete the registration information. Then press “Register and Continue”.

Registration

Your details

Please fill out all fields

First name

Last name

Email

Please note: Your email will be your user name

Password

Password again

Bew. Persia

Type the two words:

RECAPTCHA

You have chosen Public access

Public access is free

- Goodies
- ✓ Create prezis from any computer online
 - ✓ Download finished prezis and present offline
 - ✓ Storage up to 100 MB of data
- Limitations
- ✗ All your prezis will be published on prezi.com/yourname
 - ✗ A small Prezi watermark will be shown on your prezis
 - ✗ You can only create prezis online

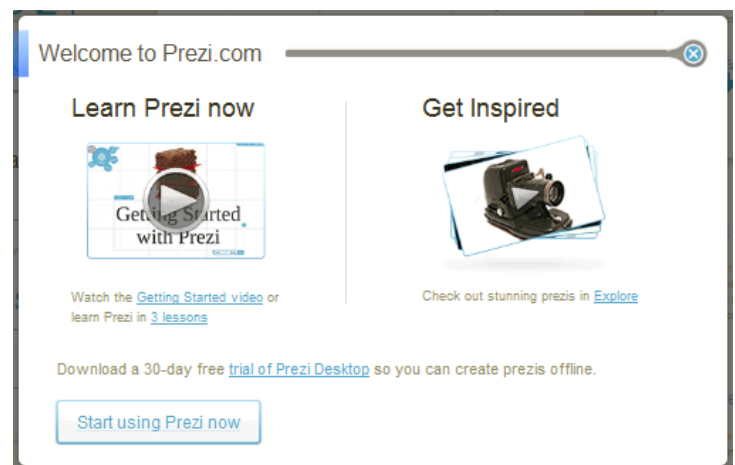
Choose a license to start using Prezi

	Public	Enjoy	Pro
Create prezis online	✓	✓	✓
Create, share and share prezis at Prezi.com	✓	✓	✓
Present offline	✓	✓	✓
Download finished prezis so you can present offline	✓	✓	✓
Make content private	?	✓	✓
Choose if a prezi is private, published, or shared with selected individuals	?	✓	✓
Your logo, instead of Prezi's	?	✓	✓
Two people recognize your organization	?	✓	✓
Prezi Desktop – work offline	?	✓	✓
You can create prezis offline with a Pro license	?	✓	✓
Support ticketing system	?	✓	✓
Get support responses directly from Prezi employees within 1 business day	?	✓	✓
Storage space available on Prezi.com	100 MB	500 MB	2000 MB
Student/Teacher Licenses	Go	First 30-days free \$59/year (4)	First 30-days free \$159/year (4)
	Get	Buy	Buy

5. Once you have registered, you will have three options. You can go through the tutorials, see inspiring Prezis or create your own Prezi.

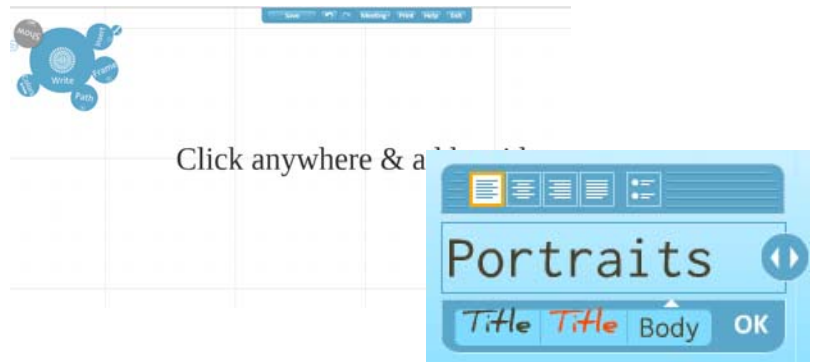
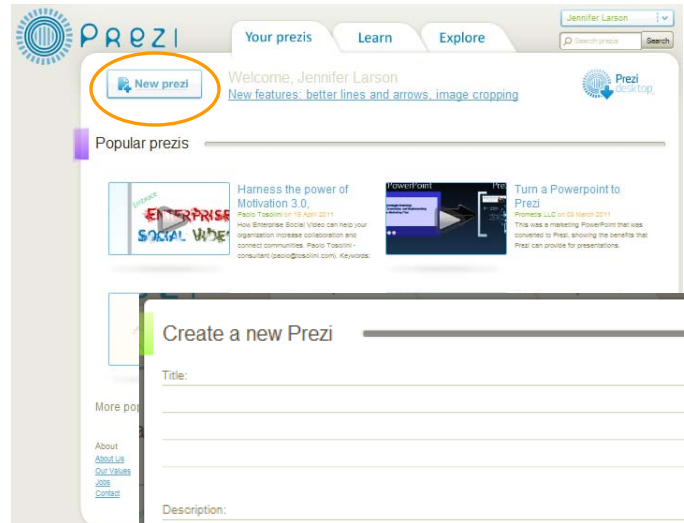
☐ I understand that all my prezis will be published on prezi.com/yourname and I agree to the [Terms of Use](#)

Register and Continue



Creating a New Prezi

1. To begin a new Prezi, simply click on the “New Prezi” button.
2. Complete the Prezi information that the dialogue box is asking for (name and description). Then select “New prezi”.
3. A blank “stage” will appear. This is where you begin adding your text, frames and images.
4. Double click on “Click anywhere & add an idea”. Type in the name of your presentation.
5. To add more text, simple click anywhere and begin typing. You can choose between the two title styles or the body. These can be changed in the theme wizard (see the next step).



6. Next, choose your theme. Click on Colors and Fonts in the left hand corner.

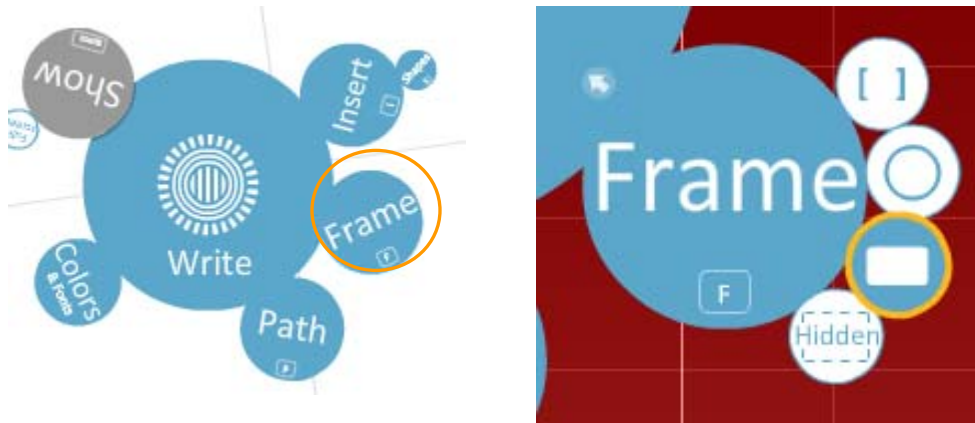


7. Various themes will appear. Click on a theme that you like.



8. To change the colors and fonts of the theme, click on Theme Wizard. The theme wizard will walk you through the various elements that can be customized.

9. To add frames around your text, click on frame. You have four frame options. Click on the frame you would like to use, and click and drag on the stage to draw a frame.



10. To insert images, click on insert. In the dialogue box, locate your images that you wish to put into your prezi.



11. Once you have uploaded your images, you can move them around, change the size, rotate, and crop them as you please. To do this, click on the image once and the Prezi symbol will appear.

- The center will allow you to drag the image to a different location.
- The middle area (looks like a target) allows you to change the size by clicking and dragging on this area.
- The outside area allows you to change the orientation. Click on the outside area and drag up. This will rotate your image in this direction.



12. To crop, double click on the image. Four circles will appear in each corner of the image. Drag the corners in to crop the image.



13. You can also insert shapes (lines & arrows). Under insert on the toolbar, select on shapes. Simple click on the stage to add any of the shapes to your presentation.



14. Once you have added everything to your presentation, you will need to create a path that flows from one element to the next in a logical order.

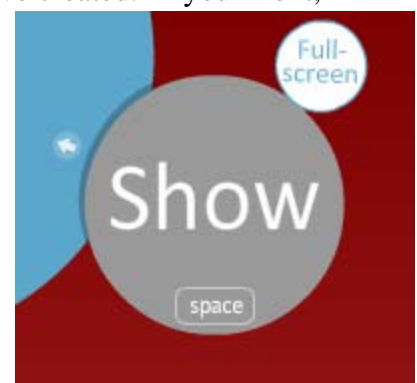
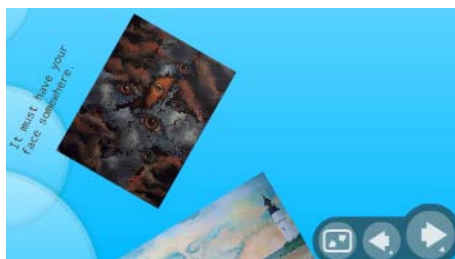
15. Click on Path on the toolbar. Click on Add.

16. Begin your presentation at your title. Then, click on each element that you would like to be viewed next. Numbers and lines should illustrate how your Prezi will flow.

17. To change the order of the elements, simply click on the numbered dot and drag it to the location you wish to move it to.



18. Finally! Your presentation is complete. You will want to view it first to make sure it does what you want it to do. Go to Show. Click on full screen. Using the arrows at the bottom of the screen, go through the Prezi to see what you have created. If you like it, press save at the top of the screen.

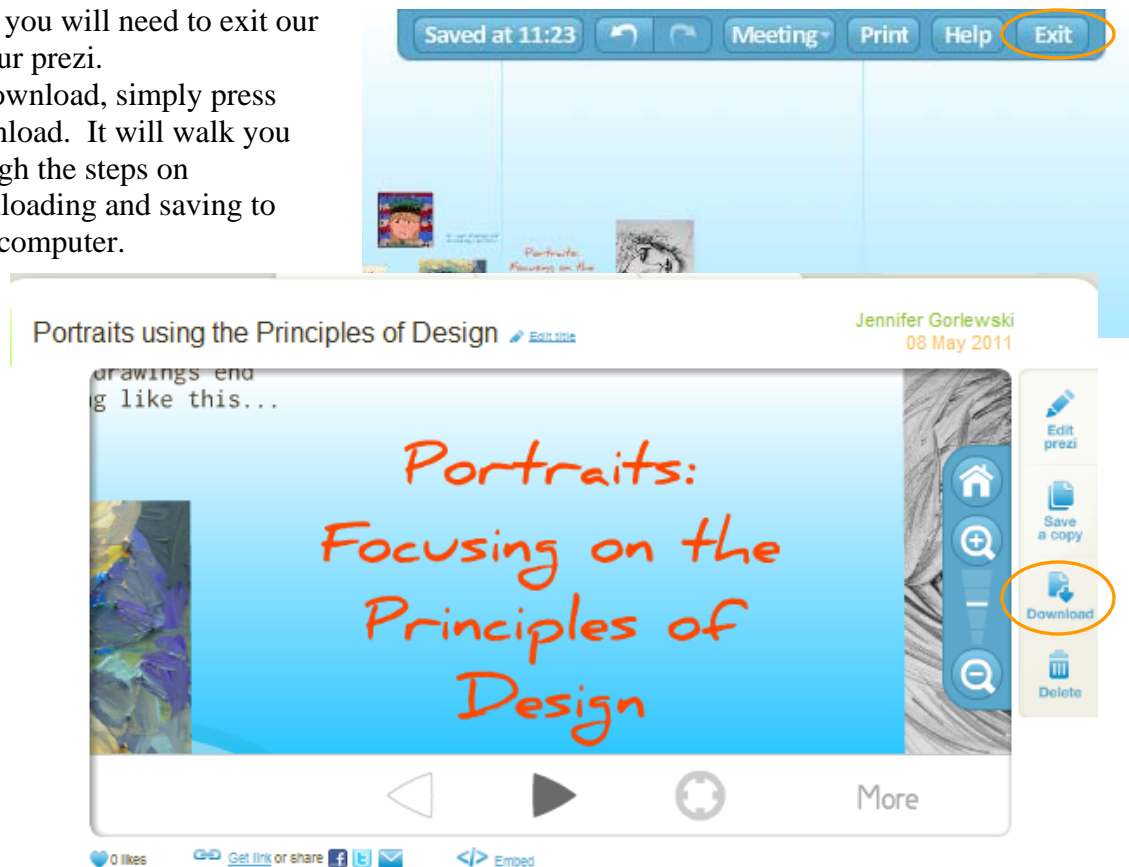


Sharing Options

You have three options for sharing: Downloading to your computer, embedding into a website, wiki or blog, inserting a link into a website or wiki.

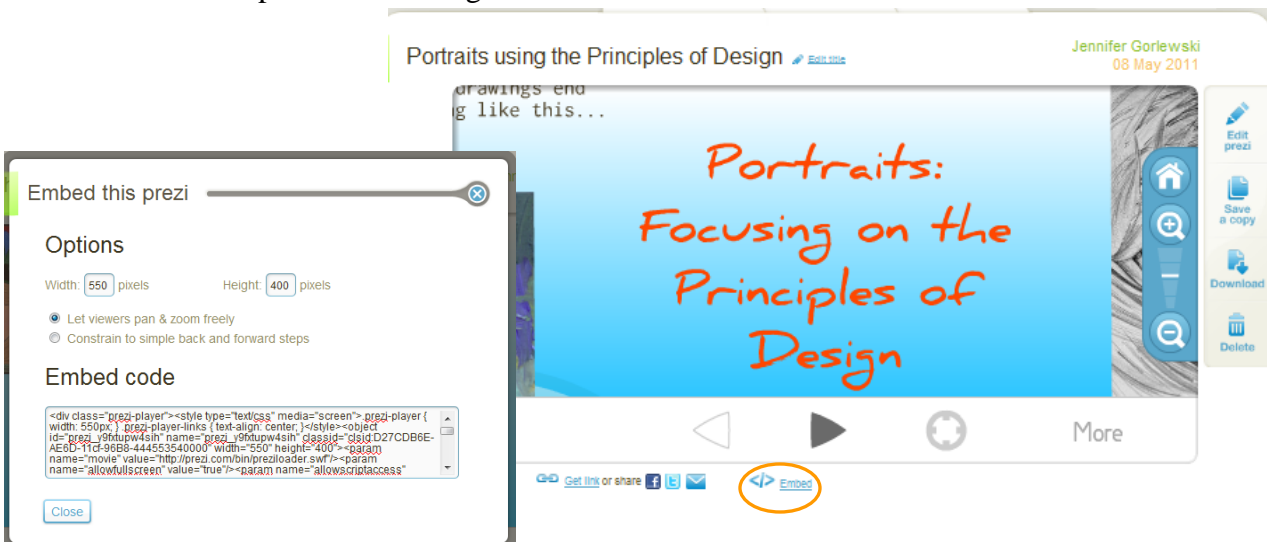
Downloading to your computer:

1. First, you will need to exit our of your prezi.
2. To download, simply press Download. It will walk you through the steps on downloading and saving to your computer.



Embedding to a website, blog, or wiki

1. Click on Embed underneath the Prezi.
2. A dialogue box will appear. Copy the embedding code. Go to your wiki or blog and follow the steps for embedding.



Posting a Link

1. Click on the “Get Link” underneath the Prezi.
2. Copy the link and paste it into an email, on a website, or wherever you would like to share your Prezi.

